



CENTRAL BUSINESS DISTRICT SURFACE PARKING LOT LICENSING INFORMATION BULLETIN NO. 156

April 20, 2005 (Revised October 1, 2012)

City Planning and Development – Development Services (CPD-DS)

City of Kansas City, Missouri

www.kcmo.gov/planning

License Required for Surface Parking Lots within the Central Business District

Operators of surface parking lots within the central business district; defined as that area of downtown bounded by I-70 on the south, I-35/70 on the north, I-35 on the west and I-35 on the east; established after December 6, 2002, are required by Article 4, [Chapter 52](#), Parking Stations, Code of Ordinances, to obtain a Central Business District Surface Parking Lot License. The attached form shall be used in filing a license application with the City Planning and Development – Development Services (CPD-DS). In addition to the required license application, the applicant shall also submit an accurately scaled and dimensioned site plan sealed by a licensed architect or registered engineer including elevation drawings showing the configuration of entrances, exits, aisles and spaces; identifying the right-of-way, curbs and sidewalks, signage, landscaping, fencing, walls, berms, curbing, wheel stops, and screening materials for the surface parking lot. This site plan may be included with the submittal for building permit plans review for construction of the surface parking lot. Please reference Chapter 52 for site plan, signage and landscaping standards.

Compliance Dates for Existing Surface Parking Lots within the Central Business District

Surface parking lots within the central business district that were established prior to December 6, 2002, with a parking capacity greater than 100 vehicles are required to file a license application by March 1, 2006, and shall be in full compliance with the requirements of Chapter 52 by August 1, 2006.

Surface parking lots within the central business district that were established prior to December 6, 2002, with a parking capacity of 100 or fewer vehicles are required to file a license application by March 1, 2007, and shall be in full compliance with the requirements of Chapter 52 by August 1, 2007.

Central Business District Surface Parking Lot License Issuance and Renewal

Once CPD-DS determines that a surface parking lot is in compliance with Chapter 52, and the Planning Services Division approves any required site plan, a license shall be issued for a period of three (3) years. A license may be renewed if an application to renew is submitted ninety (90) days prior to its expiration and CPD-DS determines that the surface parking lot has remained in compliance with Chapter 52. No site plans are required for renewal provided no changes in the layout or landscaping of the existing surface parking lot have occurred.

License and Site Plan Review Fees

License Fees:	Vehicle capacity of 50 or less	\$174.00
	Vehicle capacity of 51 to 100	\$232.00
	Vehicle capacity of 100 or more	\$290.00
Plans Review Fees:	New or revised site plans	\$290.00



CITY OF KANSAS CITY, MISSOURI
CITY PLANNING AND DEVELOPMENT_ - DEVELOPMENT SERVICES (CPD-DS)
CENTRAL BUSINESS DISTRICT SURFACE PARKING LOT LICENSE
APPLICATION

Rev 10-1-12

Project Address:		
Legal Description:		
Date Filed:	New Application:	Renewal (list previous license number):
Applicant Information (For partnerships, attach names and addresses of all partners; For LLCs attach names and addresses of all managers, members and managing members; For corporations, attach name, date and State under which incorporated, and the names and addresses of the officers and the statutory agent):		
Applicant Name:		
Representative:		
Position/Title:		
Address:		
City, State, Zip		
Telephone:	Fax:	e-mail:
Site Plan Included (Not required for renewal with no changes from previous license):		
Hours of Operation with Attendant:		
Hours of Operation with no Attendant:		
Number of parking spaces:		
As applicant for this license, I certify this application is complete for consideration and that, in the case of renewal, the existing parking lot is in compliance with the previously approved site plan:		
Signature: _____ Print Name: _____ Date: _____		
This application shall be filed with the: City Planning and Development - Development Services Permits Services Branch 5th Floor, City Hall 414 East 12th Street Kansas City, MO 64106 Telephone: (816) 513-1500 Fax: (816) 513-1456	Fees: License Fee: \$ _____ Site Plan Review Fee: \$ _____ Total Fee Due: \$ _____ Check No. _____ Make checks payable to "City Treasurer."	
CPD-DS USE ONLY:		
Fee Validation:		
PERMIT TYPE AND NUMBER:		
Date Accepted:		